



CHANGE OF OCCUPANCY PERMIT

Application No. _____
(For City Use Only)

Please include the following when submitting:

- Site plan showing the exact location of the space to be occupied as well as the parking and common areas. (See attached example)
- Floor plan (drawn to scale) indicating all relevant information such as rooms, doors, windows, etc. (See attached example)

Business Name _____

Business Address _____

Proposed Use _____

Previous Use _____

APPLICANT _____

Phone No. _____

Address, City, State, Zip _____

PROPERTY OWNER _____

Phone No. _____

Address, City, State, Zip _____

BUILDING INFORMATION

Does the Building Have A Fire Suppression System? (yes) _____ (no) _____

Does the Building Have A Fire Alarm System? (yes) _____ (no) _____

Will there be alterations/additions to the interior of the building? (yes) _____ (no) _____

Will there be alterations/additions to the exterior of the building? (yes) _____ (no) _____

Gross Square Footage _____

Building Construction Type _____

Building permits may be needed if alterations are being made to the building, or need to be made to comply with the City of Dickinson's Codes and Ordinances

Signature _____ **Date** _____

BUILDING USE GROUP CLASSIFICATION (City Use Only)

- ☐ Assembly ☐ Business ☐ Educational ☐ Factory/Industrial ☐ High Hazard
☐ Institutional ☐ Mercantile ☐ Residential ☐ Storage ☐ Utility

(City use Only)

Planning and Zoning

Reviewed By: _____ Date: _____

_____ Approved _____ Rejected

Building Department

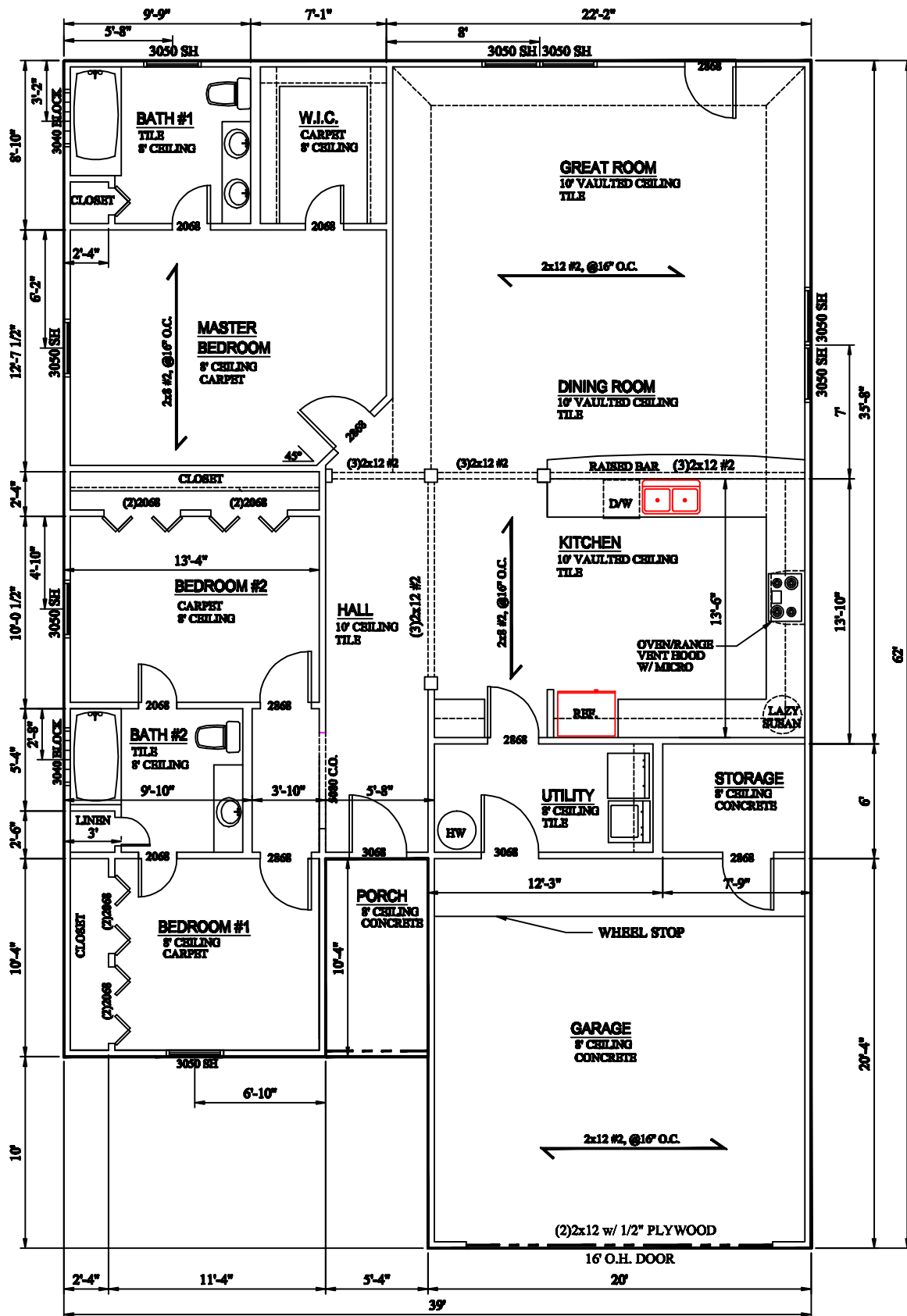
Reviewed By: _____ Date: _____

_____ Approved _____ Rejected

Fire Marshal's Office

Reviewed By: _____ Date: _____

_____ Approved _____ Rejected



2x6, S.Y.P., # 2, 16" O.C. FRAMING LUMBER TO BE USED U.N.O.

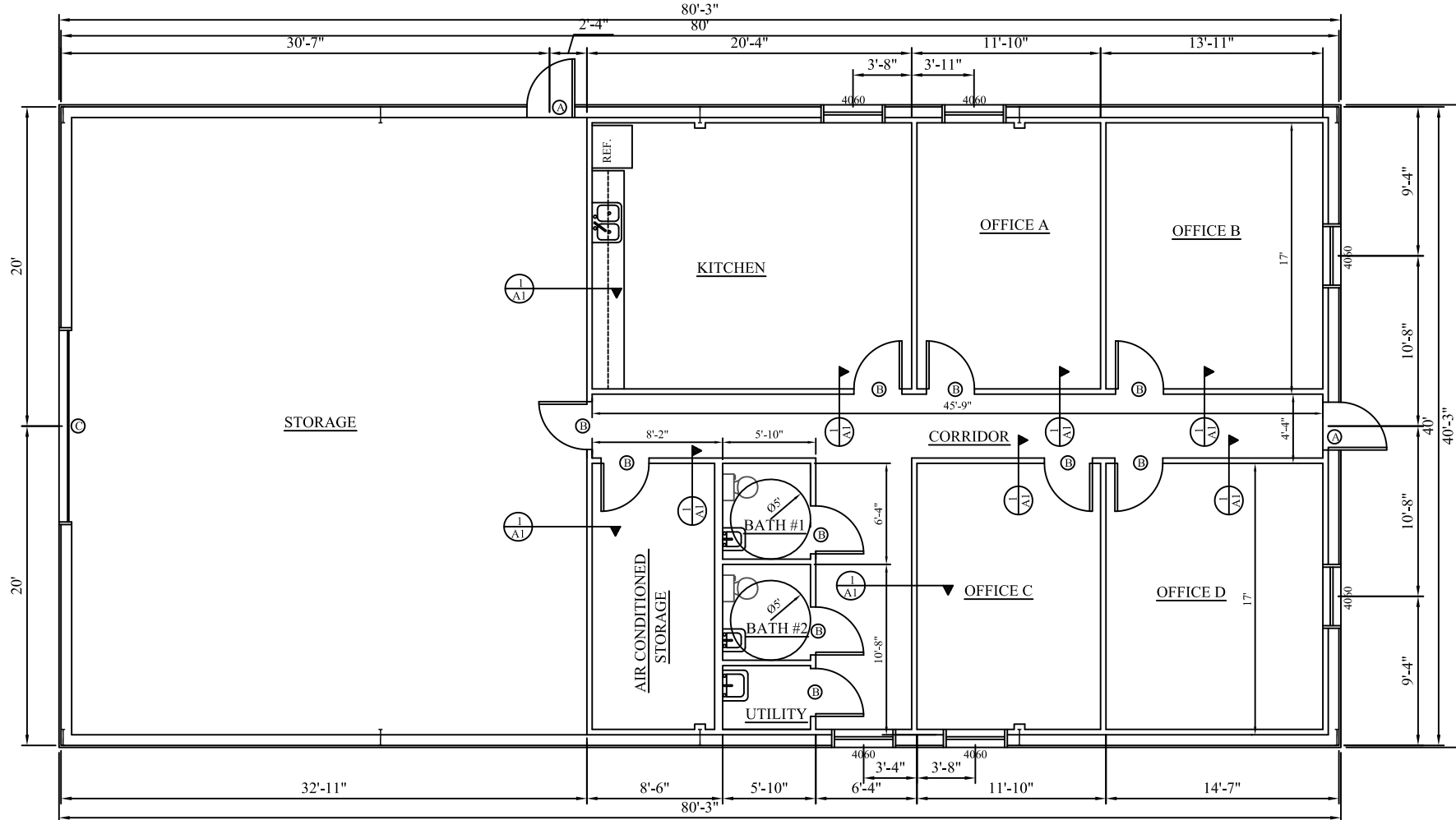
HEADER SCHEDULE FOR SINGLE STORY

#	SIZE OF LUMBER	SPAN
(2)	2x6	4' OR LESS
(2)	2x8	up to 5'
(2)	2x10	up to 6'
(2)	2x12	6' to 8'

FLOOR PLAN EXAMPLE N.T.S.
CITY OF DICKINSON

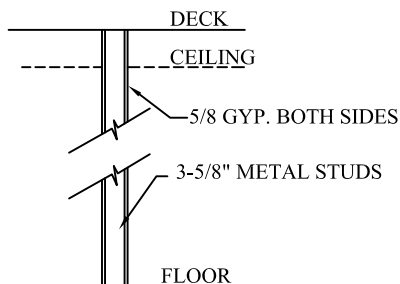


CITY OF DICKINSON COMMERCIAL FLOOR PLAN EXAMPLE



Here are a few helpful tips for building planning.

1. What type of occupancy is building? Chapter 3 of IBC 2003
Is it more than one type of occupancy?
2. What is the square footage of building?
3. What will the occupancy load be? Chapter 10 of IBC
4. What is the allowable height and building area for type of construction? Chapter 5 & 6
5. Will fire barriers be necessary or will building be required to be sprinkled? If fire barriers are necessary, is the UL number or number from Ch. 7 listed on the plans? Chapter 5,6,7,9,10 of IBC 2003, 2004 UL directory
6. Does building comply with egress? Chapter 10 IBC 2003
7. Does building and site comply with Texas Accessibility Standards?
8. Does glazing comply? Chapter 24 IBC 2003
9. Does the mechanical system require smoke dampers or smoke detectors? IMC 2003
10. Has an energy code analysis been performed?
11. Are emergency exit lights in proper position? Chapter 10 IBC
12. Is there adequate emergency illumination? Chapter 10 IBC
13. Is exiting and travel distance adequate? Chapter 10 IBC
14. Is the building required to have an exterior wall that is required to be fire resistant with protected openings? Chapter 6, 7 IBC 2003
15. Show knox box location and locate Fire Extinguishers



1 ONE HOUR FIRE BARRIER TYP. ALL CORRIDOR WALLS
UL# U419

#	TYPE	SIZE	RATING
(A)	EXTERIOR	3'-0"x7'-0"	*
(B)	INTERIOR	3'-0"x7'-0"	20 MIN.
(C)	EXTERIOR	12'-0"x12'-0" O.H.	*

